

License # \_\_\_\_\_



**RENTAL HOUSING LICENSE PROGRAM**  
*City of Westminster*  
56 W. Main St  
Westminster, MD 21157  
P: 410-848-9000 F: 410-857-7476

Rental Housing License Program Inspection Checklist Form

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Rental Address: \_\_\_\_\_

LIVING ROOM	PASS	FAIL
Electric		
Windows / Locks		
Door		
Ceiling / Walls / Floor		

COMMENTS:

KITCHEN	PASS	FAIL
Electric		
Windows / Locks		
Door		
Ceiling / Walls / Floor		

COMMENTS:

BATHROOM	PASS	FAIL
Electric		
Windows / Locks		
Door		
Ceiling / Walls / Floor		

COMMENTS:

BEDROOMS	PASS	FAIL
Electric		
Windows / Locks		
Door		
Ceiling / Walls / Floor		

COMMENTS:

	PASS	FAIL
SMOKE DETECTORS		

HEAT		
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VENTILATION / COOLING		
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WATER HEATER		
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WATER / SEWER		
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PLUMBING		
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FIRE EXITS		
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GARBAGE & DEBRIS		
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INTERIOR STAIR / COMMON HALLS		
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EVIDENCE OF INFESTATION		
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EXTERIOR		
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\_\_\_\_\_  
Code Enforcement Inspector

\_\_\_\_\_  
Date

## What to Expect with the City's "Complaint Driven" Inspection Process

The City of Westminster wants to provide property owners, agents and tenants a smooth transition into the Rental Housing License Program.

The Rental Housing License Program includes a "complaint driven" inspection process. Upon receipt of a complaint, The Code Enforcement Inspector will make an inspection of the property after seeking permission from the tenant or property owner to enter the rental unit. If violations are found, the Code Enforcement Inspector will provide the property owner with a notice of violation and a timeframe to correct the violation(s). If the violations are resolved within the timeframe, the matter is closed. If not, then the Code Enforcement Inspector will issue a citation and request a court date. The City may also revoke and/or deny the license, abate the violation and bill the property owner, and also reserves the option to seek a court injunction to gain compliance.

The Code Enforcement Inspector will investigate the complaint, make a cursory inspection of life/safety issues in the rental unit, take notice of any violations in plain view, request permission of the tenant to conduct a "pass-fail" inspection of the unit and investigate any other issues the tenant may bring to his attention. The "pass-fail" inspection would only be conducted if permission is granted by the tenant and would be at no cost to the property owner. If permission is not granted by the tenant, the "pass-fail" inspection could not be completed until such time as the City obtains either the property owner's permission or approval of an administrative warrant.

The "pass-fail" inspection will utilize the well-publicized inspection checklist on the front of this form and is expected to take no more than 30 minutes to complete. The "pass-fail" inspection will include at minimum a review of items pertaining to cleanliness and sanitation, working appliances and equipment, safety and the seven non-negotiable items identified below: Those seven items include:

- Working smoke detectors in all sleeping areas
- GFI receptacles in kitchens and bathrooms as required by code.
- Adequate bathroom ventilation (vents or windows).
- Working plumbing (i.e. no leaking faucets, drains, toilets, showers, etc.).
- Working heating system (and air conditioning system if present in the unit).
- Discharge pipe on hot water heater.
- No bed bug, pest or rodent infestation.

A shortlist of common items the Code Enforcement Inspector may look for in a rental unit include hot and cold running water, working electrical fixtures, adequate and safe ingress/egress, solid walls and flooring, safe stairways (if present) and general cleanliness. Cosmetic items are not part of what the Code Enforcement Inspector would typically require to be addressed.

Recognizing the special value of historic properties to our City, the Code Enforcement Inspector will exercise discretion when working and around historic properties. Recognizing that a percentage of the City's rental housing stock is located in historic buildings, the Code Enforcement Inspector will be sensitive to the need to maintain the historic character of the building as he completes inspections.

In the event your unit meets most or all of the checklist criteria, a re-inspection may not be required. If, however, there are a number of violations, a more detailed follow-up inspection may be required.

Thank you for your efforts relating to a successful and beneficial Rental Housing License Program in the City of Westminster.